

## Instructions for Completion of 2007 Expenditure Report (All units except counties):

In the field marked "Unit Name," type the full name of the unit. In the field marked "County", insert the name of the county in which the unit resides. (If the unit crosses county lines, please list the MAJOR county in which the unit operates.)

In the fields marked "Contact Name" and "Contact Number", insert the name and contact information for the person responsible for submitting the information.

### FUNDS

The Expenditure report was patterned after the State Board of Accounts' Annual Financial Report. For the individual fund fields, please insert the values as they appear on your unit's 2007 Annual Financial Report. Field names that do not already appear on the form can be inserted by simply clicking the field and typing the name of the fund and the fund code. Once the funds have been entered, they will automatically generate a total at the bottom of the form. Repeat this step for each fund, **as well as** for investment purchases and transfers out, if any.

Once the information is entered, save the document and send it as an attachment to [data@dlgf.in.gov](mailto:data@dlgf.in.gov). If you have any questions or comments, please contact Cathy Kates at 317-233-0168 or [ckates@dlgf.in.gov](mailto:ckates@dlgf.in.gov).